

Pre-Employment Authorization and Certification

Issued under authority of Treasury Procedures PT-03022 and ET-03016 and Policy ET-03059.
Completion of this form is a condition of employment.

Please read the following information before you accept employment with the Michigan Department of Treasury.

Name (Last, First, MI)	Telephone Number
Address (No., Street, City, State, ZIP)	

CONFLICT OF INTEREST	
If you are presently employed, own a business or provide services that may be in conflict with your duties and obligations with the Michigan Department of Treasury, you must disclose this information and terminate your other employment before being hired.	
For additional information, please refer to the explanation on the reverse of this form.	
I am engaged in other employment that would be in conflict with employment in the Department of Treasury. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If I accept employment with the Department of Treasury, I will terminate the conflicting employment. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature	Date
Explain the nature of your employment, conflict of interest or possible conflict.	

CRIMINAL HISTORY FILE CHECK	
The undersigned authorizes the Department of State Police to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction. I understand they will furnish a response to the Michigan Department of Treasury.	
Full Name (include full middle name)	Social Security Number
Operators License Number	Date of Birth
Signature	Date

FOR DEPARTMENT USE ONLY	
Conflict of Interest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Criminal History: <input type="checkbox"/> Yes <input type="checkbox"/> No
Outcome	

SECTION 2-21

CONFLICT OF INTEREST

2-21.1 – Prohibitions - A classified employee shall not:

- 2-21.1a** – Divulge or release, for the purpose of fostering personal financial gain or financial gain for a member of the employee's immediate family, any confidential information which is not by law, rule, regulation or court order available to members of the general public; provided, however, that this provision shall not prevent an employee from divulging or releasing confidential information regarding violations of rules, regulations or applicable law except where otherwise prohibited by statute, court order or professional ethics.
- 2-21.1b** – Engage in any business transaction or private arrangement for personal financial gain or financial gain for a member of the employee's immediate family, which accrues from or is based on the employee's official position or on confidential information gained by reason of the employee's position.
- 2-21.1c** – Solicit, accept or agree to accept anything of value under any circumstances which could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
- 2-21.1d** – Grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to others under similar circumstances.
- 2-21.1e** – Represent or act as agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the private interests of the employee and the employee's official state responsibilities.
- 2-21.1f** – Have any substantial interest nor shall a member of the employee's immediate family have such interest, in any business or industry concerning which the employee directly, in a significant decision-making capacity, participates on behalf of the state in the regulation, enforcement, auditing, licensing or purchasing of any goods or services.

Outside Employment:

It should be further noted that employees of the Department of Treasury will NOT be granted permission to engage in supplemental employment involving TAX CALCULATIONS, BOOKKEEPING OR ACCOUNTING for any person or organization subject to the tax laws of the State of Michigan, other than non-profit organizations such as churches, lodges and clubs.